

# RACE EVENTS

## SAFETY PLAN TEMPLATE

### **Organiser information:**

The following is the recommended template covering the structure and preparation of the annual Safety Plan suitable for a permanent venue race circuit.

Note: SAFE 03 is a Template for a Safety Plan for each Meeting or Event held on a Temporary Venue Race circuit.

A revised Safety clearance certificate MotorSport NZ Form Mre 101 will enable your Clerk of the Course at the first Stewards meeting at all Meetings and Events held on the circuit venue to advise Stewards of any variants to this annual Safety Plan easily and also detail the manning levels applicable to the Meeting or Event status.

A comprehensive Venue Plan is required for the new style venue log book and in essence becomes the backbone of this safety plan as well. The venue plan should be compiled so it is very clear as to detail yet able to be read quickly.

In preparing this annual Safety Plan details applicable to your circuit should be explained under headings detailed below. Layouts, headings and information in bold or normal type are mandatory to promote a level of consistency in these plans. Words that are in italics should be treated as hints or helpful items.

## ANNUAL SAFETY PLAN

**Valid for the period 1st September.... to 31<sup>st</sup> August .... Inclusive.**

*[add in the applicable years above]*

**Relating to** *[the name of the Permanent Race Venue]*

### **1. AUTHORITY:**

In accordance with New Zealand Motorsport Manual No. *[add in applicable Manual Edition Number]* Appendix Two Schedule H this plan sets out the systems that are in place and specifies the processes to use in the event of any injury accident for competitors, officials and the public. It is complimentary to the Safety Clearance Certificate issued by the Clerk of the Course for each Race Meeting or Event held on the Venue

### **2. EVENT CONTROL HEADQUARTERS:**

#### **2.1. Location:**

*[State here the location of your event control]*

#### **2.2. Manning:**

*[List the persons (by sporting /official title e.g. Clerk of the Course) who will be operating from there. If the Clerk of the Course does not operate directly from the Event Control headquarters detail where he / she will operate from and how full communications will be maintained between the Clerk of the Course and Event Control.]*

### **3 COMMUNICATIONS NETWORK:**

### **3.1. Within Venue:**

*[List what communication system(s) you use to maintain regular two way communication with*

*[i] Flag posts.*

*[ii] Crash rescue, fire and medical services.*

*[iii] Intervention and safety car(s)*

*[iv] Pit paddock*

*[v] Secretariat.*

*[If multi-channel radios are used please detail the number of channels and who has access to each of the channels]*

### **3.2. To outside of Venue:**

*[List the type of phone –landline or mobile used to communicate to emergency services off course.]*

## **4. EMERGENCY SERVICES**

### **4.1. Contact Details:**

*[State here the contact details of the various safety services alongside the applicable headings]*

**(a) Police:**

**(b) Hospital:**

**(c) Fire Service:**

*[Discuss with the nearest Fire Station as to whether it is best to use their local contact number or the emergency services 111 numbers]*

**(d) Medical services:**

The Safety Clearance Certificate for all Race Meetings issued by the Meeting or Event Clerk of the Course will specify the person(s) in charge of Medical Services at the venue and contact details to be used.

### **4.2. Vehicle access and egress to venue:**

*[Detail here the most direct route for emergency vehicles to gain access to the venue and also competitors access. If the venue is a long distance from the nearest hospital it is advisable to include a GPS reference of a rescue helicopter safe landing site on the venue.]*

## **5. EVENT INTERVENTION:**

### **5.1 Flag and Crash Rescue Marshal deployment.**

The Safety Clearance Certificate for all Race Meetings issued by the Meeting or Event Clerk of the Course will specify the number of personnel on site in respect to flag, crash rescue and intervention marshals.

### **5.2 Intervention vehicle locations.**

*[Detail what intervention vehicle(s) will be on site at the venue and where they will be stationed, identify the locations on the circuit plan appended to the Safety Plan ]*

## **6. VENUE SECURITY - SPECTATOR CONTROL AND SAFETY:**

*[Detail the methods you intend to employ to mark out spectator areas and / or prohibited areas - this detail should be shown on the venue plan appended].*

## **7. COURSE CLEARANCE:**

*[Briefly detail how the clearance will be given and by who for ;  
[a] Pre event,  
[b] After on track sessions]*

## **8. ACCIDENT INVESTIGATIONS AND REPORTING**

### **8.1 Accident Investigation**

Event Organisers will advise in the Supplementary Regulations for each Meeting or Event the person responsible for investigations as detailed in National Sporting Code Article 89 and Appendix One Schedule G.

### **8.2 Accident Reporting**

Unless individual accident circumstances deem it impractical the Accident Investigator will make best endeavors to have the completed report forms submitted with the Clerk of the Course Closing report. In any case the Clerk of the Course should be able to provide the status of any outstanding investigations at the final Stewards meeting for the Meeting or Event.

## **9. SAFETY OF OFFICIALS AND COMPETITORS**

### **9.1 Officials and Marshal Training / Briefings:**

A marshal *[Training programme or Briefing session – insert which is appropriate]* will be undertaken prior to each Meeting or Event to ensure that all officials controlling the event and particularly those at spectator viewing points are fully aware of safety requirements.

*[Give details of who is responsible for (by official title) all the training or briefings involving Officials and Marshals that are to be undertaken prior to each Meeting and Event]*

### **9.2 Competitors Safety and briefings:**

The event will be conducted in accordance with the requirements of the current Appendix Four Schedule Z being the Standing Regulations for all Race Meetings.

A competitors briefing for all new competitors will be held prior to the commencement of each Meeting or Event outlining the event procedures and items peculiar to this venue with emphasis on all safety aspects.

## **10. UNDERTAKING**

**10.1.** The Clerk of the Course appointed to officiate at each Meeting or Event held on this venue will in presenting the Safety Clearance Certificate bring to the attention of the Stewards of the Meeting any variation to the above plan plus detail the actual manning levels and names of the key officials.